EMPLOYEE NAME _____

PERSONNEL ACTION FILE ACCESS LOG

This log must be signed by any individual who accesses this file for university business.
Proxy signature by staff is not permitted.

The Associate Vice President for Faculty Advancement is the President's designated custodian of the Personnel Action File (PAF) for Faculty Unit Employees: tenured, probationary, FERP faculty, assistant deans and lecturers who report to the dean's office. This official file is located in the Office of Faculty Advancement. The official file for full-time and part-time temporary faculty is located in the department or school office. The department chair or the school director is the designated custodian for temporary faculty files. For online student evaluations of faculty, the server is considered an extension of the Personnel Action File. The following offices on campus may maintain records on a faculty unit employee: Faculty Advancement, College Office, Department Office, Payroll Office, Center for Human Resources.

ACCESS LOG: SIGNATURE REQUIRED

Name	Signature (required)	Date	Reason: i.e., "periodic evaluation," "consideration for work"